

SANDY CITY APPROVED POSITION SPECIFICATIONS

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| I. | <u>Position Title:</u> | Assistant Director of Public Works | <u>Revision Date:</u> | 10/00 |
| | | | <u>EEO Code:</u> | Administrative |
| | | | <u>Status:</u> | Exempt |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of the Public Works Department, assists with the management of operations, budgeting and personnel in the Public Works Department. Oversees issues that cross department and division lines.

III. Essential Duties

- Assist the Department Director in the planning, development, and implementation of department-wide activities and operations .
- Manage department related budgets and prepare budget proposals.
- Supervise department support staff; assist in hiring, training, motivating, disciplining, evaluating and terminating employees.
- Plan, coordinate, and implement department wide activities and programs.
- Represent the Department Director at meetings or functions within the department, with other City departments, or with outside organizations.
- Manage and coordinate department personnel activities.
- Manage and oversee department purchasing activities.
- Interact and coordinate with other City departments.
- Coordinate the Public Works computer network and telephone systems.
- Serve on various committees as needed.

IV. Marginal Duties

- Respond to public inquiries, complaints, and requests.
- Respond to emergencies.
- Perform other duties as assigned.

V. Qualifications

Education: A bachelors' or masters degree in public or business administration or related field with an emphasis in public administration; must possess a valid Utah Drivers License.

Experience: Three to five years of management experience in local government with at least two years of supervisory experience.

Knowledge of: Management principles and practices including governmental budgeting and monitoring, computer capabilities, research and analysis methods, personnel policies and procedures, and project management; a working knowledge of the City's streets, transportation systems and fleet as well as other major department functions.

Responsibility for: Supervising support staff, managing multiple assignments, organizing, delegating and establishing meaningful goals; coordinating department-wide activities that facilitate the operational needs of each division or section; great responsibility for making decisions which affect others - what they do, how to do it and when.

Communication Skills: Ability to furnish and obtain information from other departments; contact with other

departments requiring tact and judgement to avoid friction; frequent contact with the public; ability to make both written and oral presentations to other employees, the public and executive level staff; inform department employees about events, policy changes, and other department related programs.

Tool, Machine, Equipment Operation: Regular use of a telephone, computer, copier, fax machine, calculator, and vehicle.

Analytical Ability: Organize, delegate, and establish meaningful goals, prepare and present highly complex reports in verbal and in written form; establish effective working relationships with other department management and employees; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision; requires a well developed sense of strategy and timing.

VI. Working Conditions

Great mental effort is require daily; a great amount of pressure and fatigue is present during an average work day; moderate exposure to overtime with night meetings and weekend work is required; constant exposure to deadlines is present; occasional field work and exposure to traffic and construction site hazards exists; occasional need to deal with emergencies.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated description superseded prior descriptions for the same position. Management reserved the right to add or change duties at any time.

DEPARTMENT APPROVAL: _____ DATE: _____

PERSONNEL APPROVAL: _____ DATE: _____